

MEMORANDUM FOR RECORD

SUBJECT: PAYROLL DEDUCTIONS – WITHHOLDING FOR STATE/LOCAL TAXES

EMPLOYEE NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

THE FOLLOWING INDICATES MY DECISION CONCERNING WITHHOLDING FOR  
**STATE TAXES** FROM MY PAY:

☐ I ELECT NOT TO HAVE **STATE TAX** WITHHELD FROM MY PAY. MY HOME OF RECORD DOES NOT HAVE A STATE TAX.

☐ I ELECT NOT TO HAVE **STATE TAX** WITHHELD FROM MY PAY. I REALIZE THIS ELECTION MAY RESULT IN MY PAYING STATE TAX WHEN I FILE MY INCOME TAXES EACH YEAR.

☐ I ELECT TO HAVE **STATE TAX** WITHHELD FROM MY PAY. MY HOME OF RECORD IS \_\_\_\_\_  
(State\*)

THE FOLLOWING INDICATES MY DECISION CONCERNING WITHHOLDING FOR  
**LOCAL TAXES** FROM MY PAY:

☐ I ELECT NOT TO HAVE **LOCAL TAXES** WITHHELD FROM MY PAY. MY HOME OF RECORD DOES NOT HAVE A LOCAL TAX.

☐ I ELECT NOT TO HAVE **LOCAL TAXES** WITHHELD FROM MY PAY. I REALIZE THIS ELECTION MAY RESULT IN MY PAYING LOCAL TAXES WHEN I FILE MY INCOME TAXES EACH YEAR.

☐ I ELECT TO HAVE **LOCAL TAXES** WITHHELD FROM MY PAY. MY HOME OF RECORD IS \_\_\_\_\_  
(City and State\*)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE OF ELECTION

\*Your CPAC Personnelist will provide you with the appropriate form for your state.